

**From:** [Hylton Eric](#)  
**To:** [Fort Don](#)  
**Subject:** FW: \*ANNCT FOR QR\* (CI) DFO Western Area CIX0001  
**Date:** Tuesday, December 19, 2017 12:41:19 PM  
**Attachments:** [18ES-CIX0001 DFO Western Area CI.pdf](#)

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fyi

**Eric Hylton**  
**Deputy Chief, IRS-Criminal Investigation**  
**Work: 202-317-3545**  
**Cell: 202-369-7246**

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**From:** [REDACTED]  
**Sent:** Tuesday, December 19, 2017 9:17 AM  
**To:** Hylton Eric  
**Subject:** FYI: \*ANNCT FOR QR\* (CI) DFO Western Area CIX0001

(b)(6)

Deputy Chief-

Per our conversation, here is the USAJobs announcement for the DFO West. It is expected to be posted today through January 9<sup>th</sup>. However, I am awaiting final confirmation from OES.

Once they confirm that it has been posted I will notify you.

[REDACTED]

(b)(6)

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**From:** Karabian Patricia A [ <mailto:Patricia.A.Karabian@irs.gov> ]  
**Sent:** Monday, December 18, 2017 2:42 PM  
**To:** [REDACTED]  
**Subject:** FW: \*ANNCT FOR QR\* (CI) DFO Western Area CIX0001

(b)(6)

Good afternoon [REDACTED]

(b)(6)

Attached is a PDF copy of announcement 18ES-CIX0001-1811-00-SL for the (CI) DFO – Western Area position. Please review and advise if any updates/ additions are needed. The opening date is set for tomorrow, however, I am waiting on final confirmation from both you and my lead to ensure all information is correct. Please let me know if you have any questions or concerns.

Thank you!

Patricia Karabian  
HR Specialist  
Office of Executive Services  
267-466-1762  
[Patricia.a.karabian@irs.gov](mailto:Patricia.a.karabian@irs.gov)

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**From:** [REDACTED]

(b)(6)

**Sent:** Monday, December 18, 2017 12:38 PM  
**To:** Karabian Patricia A <[Patricia.A.Karabian@irs.gov](mailto:Patricia.A.Karabian@irs.gov)>  
**Subject:** RE: DFO Western USA Job Announcement

Yes, if possible. Can you send me a link once posted?

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**From:** Karabian Patricia A [ <mailto:Patricia.A.Karabian@irs.gov> ]  
**Sent:** Monday, December 18, 2017 11:51 AM  
**To:** [REDACTED]  
**Subject:** RE: DFO Western USA Job Announcement

(b)(6)

Great- thanks so much [REDACTED] Would you like the announcement to open tomorrow?

(b)(6)

Patricia Karabian  
HR Specialist  
Office of Executive Services  
267-466-1762  
[Patricia.a.karabian@irs.gov](mailto:Patricia.a.karabian@irs.gov)

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**From:** [REDACTED]  
**Sent:** Monday, December 18, 2017 11:47 AM  
**To:** Karabian Patricia A <[Patricia.A.Karabian@irs.gov](mailto:Patricia.A.Karabian@irs.gov)>  
**Subject:** FW: DFO Western USA Job Announcement  
**Importance:** High

(b)(6)

Good Morning Patricia-

Here are the cities and addresses. Please note that California has two possible locations (LA or Oakland)

Colorado – 1999 Broadway, Denver, CO  
Nevada – 110 N. City Parkway Blvd, Las Vegas, NV  
California –  
    · 300 N. Los Angeles St., Los Angeles, CA  
    · 1301 Clay St. Oakland, CA  
Arizona – 4041 N Central Avenue, Phoenix, AZ  
Washington – 915 Second Avenue, Seattle, WA  
Missouri – 1222 Spruce Street, St. Louis, MO  
Minnesota – 30 East 7<sup>th</sup> Street, St. Paul, MN

Thanks,

[REDACTED]

(b)(6)



(b)(6)

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**From:** Karabian Patricia A [ <mailto:Patricia.A.Karabian@irs.gov> ]

**Sent:** Monday, December 18, 2017 11:38 AM

**To:** [Redacted]

(b)(6)

**Subject:** RE: DFO Western USA Job Announcement

**Importance:** High

Hello [Redacted]

(b)(6)

In regards to the approval to announce the DFO Western Area position in one of the 6 states identified, can you provide a city and address for each state so applicants will know where the position is located?

The updated USA Jobs Announcement draft you provided (copy attached) only lists the states.

**Duty Location(s):**

One (1) position will be held in IRS-Criminal Investigation's Western Area in a state where a Special Agent in Charge (SAC) is located (Colorado, Nevada, California, Arizona, Washington, Missouri, or Minnesota).

Thank you!

Patricia Karabian  
HR Specialist  
Office of Executive Services  
267-466-1762  
[Patricia.a.karabian@irs.gov](mailto:Patricia.a.karabian@irs.gov)

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**From:** [Redacted]

(b)(6)

**Sent:** Tuesday, December 12, 2017 3:06 PM

**To:** Bobo Angela L <[Angela.L.Bobo@irs.gov](mailto:Angela.L.Bobo@irs.gov)>; Lawrence Sandra A <[Sandra.A.Lawrence@irs.gov](mailto:Sandra.A.Lawrence@irs.gov)>

**Cc:** Taylor Tanya <[Tanya.Taylor@ci.irs.gov](mailto:Tanya.Taylor@ci.irs.gov)>

**Subject:** DFO Western USA Job Announcement

Good Afternoon Angela/Sandra-

CI received approval to announce the DFO Western Executive Position via USAJobs.

Attached is our announcement. How soon do you think we will be able to get it on USAJobs?

Thanks,



(b)(6)

## "18ES-CIX0001-1811-00-SL" Vacancy Details

## About

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**Announcement Number:**

18ES-CIX0001-1811-00-SL

**Hiring Agency:**

INTERNAL REVENUE SERVICE

**Position Title:**

DIRECTOR, FIELD OPERATIONS-WESTERN AREA

**Open Period:**

12/19/2017 - 01/03/2018

Format MM/DD/YYYY

**Series/ Grade:**

ES - 1811 00

**Salary:**

(USD) \$124,406 - (USD) \$185,100

**Promotion Potential:**

ES-00

**Duty Location(s):**

1 Vacancy in

Phoenix, AZ, US

Los Angeles, CA, US

Oakland, CA, US

Denver, CO, US

Washington, DC, US

Saint Paul, MN, US

Saint Louis, MO, US

Las Vegas, NV, US

Seattle, WA, US

**For More Info:**

- Patricia Karabian
- 267-466-1762
- [patricia.a.karabian@irs.gov](mailto:patricia.a.karabian@irs.gov)



## Overview

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**Who May Apply:**

All groups of qualified applicants within the civil service.

The "civil service" consists of all persons who occupy positions in the executive (includes excepted service), judicial, and legislative branches, except positions in the uniformed services (the armed forces, the Commissioned Corps of the Public Health Service, and the Commissioned Corps of the National Oceanic and Atmospheric Administration).

**Security Clearance Required:**

Top Secret

**Duration Appointment:**

Career

**Marketing Statement:**

**WHY IS THE IRS A GREAT PLACE TO WORK?** As an IRS employee, you will feel proud knowing you helped make America stronger while working at one of the world's biggest financial institutions. You will be part of an organization that collects over \$2 trillion in revenue and processes over 200 million tax returns annually. We are proud of how we apply the tax law with integrity and fairness to all.

The IRS hires talented and dedicated individuals from many backgrounds, including accounting, business, finance, law enforcement and information technology. You will be challenged and supported on a daily basis. Whether you are just starting out or looking for a new opportunity, consider an IRS career.

**Summary:**

The U.S. Department of the Treasury has a distinguished history dating back to the founding of our nation. As the steward of U.S. economic and financial systems, The Department of the Treasury is a major and influential leader in today's global economy. We have over 100,000 employees across the country and around the world. Come Join the Department of the Treasury and Invest in Tomorrow.

**WHY DO I WANT TO JOIN THE IRS SENIOR EXECUTIVE TEAM?** The IRS is seeking candidates with strong leadership skills to join its top executive team and continue our commitment to serve America's taxpayers. We are seeking candidates with demonstrated integrity, sound judgment, and the highest ethical standards of public service to help facilitate our organization's change, communicate our mission, core values and strategic goals, engage stakeholders, and motivate employees to achieve high performance.

**WHAT DOES THE DIRECTOR, FIELD OPERATIONS-WESTERN AREA DO?** The Director, Field Operations-Western Area provides executive leadership and direction in all matters relating to criminal investigation activities and programs for a designated geographical area consisting of up to ten field offices.

**WHAT DOES THE CRIMINAL INVESTIGATION DIVISION DO?** Criminal Investigation (CI) is the investigative and law enforcement arm of the IRS. The American system of voluntary tax compliance relies heavily on self-assessments of what tax is owed. When individuals or corporations deliberately do not comply with the tax laws, CI responds with financial investigations and potential criminal prosecutions to promote compliance and confidence in the fairness of the tax system.

If you are up for the challenge, come join our leadership team!

1 Position to be filled in any 1 of the following locations: Washington, DC; Phoenix, AZ; Denver, CO; Las Vegas, NV; Los Angeles, CA; Oakland, CA; Seattle, WA; Saint Louis, MO; Saint Paul, MN

**Supervisory Position:**

Yes



**Relocation Authorized:**

No

**Travel Required:**

Occasional Travel

Frequent Travel - Travel required as needed.

**Conditions of Employment:**

Please refer to "Conditions of Employment." Please click "Print Preview" to review the announcement before applying.

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## Duties

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This senior executive position reports directly to the CI Deputy Chief. The Director, Field Operations provides executive leadership and direction in all matters relating to criminal investigation activities and programs for a designated geographical areas consisting of up to ten field offices. The Director, Field Operations plans, develops, implements, evaluates, and directs investigative and enforcement activities relating to tax and money laundering investigations. The Director, Field Operations is delegated broad authority to administer programs within established legal, regulatory, and budgetary limitations.

- Plans, develops, implements, monitors and evaluates all criminal investigation programs for a designated geographic area.
- Manages all human, physical, information technology and financial resources assigned to his/her respective field offices, which includes direct line supervision of the respective SACs (Special Agent In Charge).
- As a member of the CI leadership team, assists in strategic planning and is responsible for implementation of the strategic plan in his/her area, including tailoring the national strategy to local compliance issues.
- Serves as a principal advisor and consultant to the CI Chief and Deputy Chief to address cross-functional issues and to advise on the status, results and disposition of significant case matters.
- Coordinates CI activities with other top level IRS and law enforcement executives (foreign and domestic) to address crosscutting issues and ensure consistency of approach.
- Provides oversight for certain sensitive investigative techniques and sensitive investigations, and conducts periodic reviews with the SACs on current activities.
- As required, protects Service employees and property during civil and other disturbances, and performs other protective assignments as requested.

**WHERE CAN I FIND OUT MORE ABOUT OTHER IRS CAREERS?** If you want to find out more about IRS careers, visit us on the web at [www.jobs.irs.gov](http://www.jobs.irs.gov)

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## Qualifications and Evaluations

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### Education:

### Requirements:

#### EXECUTIVE CORE QUALIFICATIONS (ECQs):

**1) Leading Change** – Ability to bring about strategic change, both within and outside the organization, to meet organizational goals.

Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking and Vision

**2) Leading People** – Ability to lead people toward meeting the organization's vision, mission and goals. Ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Conflict Management, Leveraging Diversity, Developing Others and Team Building

**3) Results Driven** – Ability to meet organizational goals and customer expectations. Ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving and Technical Credibility

**4) Business Acumen** – Ability to manage human, financial, and information resources strategically.

Financial Management, Human Capital Management and Technology Management

**5) Building Coalitions** – Ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve goals.

Partnering, Political Savvy and Influencing/Negotiating

In addition to the ECQs, please ensure that your resume includes experience that reflects your capability in the following technical competencies:

#### TECHNICAL COMPETENCIES:

**1) Knowledge of pertinent statutes, regulations, policies, and guidelines related to criminal tax investigations, including the Code of Federal Regulations and case law relative to income taxation, money laundering, other currency crimes, and limitations of the Service's investigative authority.**

**2) Knowledge of Federal Rules of Criminal Procedures, Federal Sentencing Guidelines, and Federal guidelines on the conduct of criminal tax investigations.**

**3) Knowledge of criminal investigative techniques, such as protective surveys and assignments, surveillance and undercover work.**

### Evaluations:

1. Applicants meeting the minimum qualification requirements will be eligible for consideration in this process. Applicants will be rated based on the quality and extent of their leadership, technical experience and accomplishments as described in their Executive Core Qualification (ECQ) and Technical Competency narratives (defined above).

2. Applicants are required to submit narrative statements specifically addressing the ECQs and Technical Competencies. These narratives are mandatory for consideration in the process. The ECQs describe the leadership skills needed to succeed in the Senior Executive Service, and are in addition to the specific technical competencies. To assess the executive potential of each candidate, applicants must demonstrate, with specific examples, how their experience is relevant to exercising

leadership in each ECQ. Current or former SES employees are not required to address the ECQs. A concise executive summary must show where and when the qualifications were obtained, the organizational setting in which the experience was acquired, (e.g., organizational size, level, and assigned fiscal resources), and a narrative discussion of the qualifications.

**3.** Applicants will be evaluated by a Senior Executive Panel and those determined best qualified may be referred to participate in a selection interview. If selected, you must be certified by an OPM Qualifications Review Board (QRB), unless you are a current or former OPM certified SES executive. You must receive certification before you can be appointed to the position.

Additional information on the Executive Core Qualifications is available at <http://www.opm.gov/ses/recruitment/qualify.asp>

### **Qualifications:**

To be minimally qualified for this position you must provide evidence of progressively responsible leadership experience that is indicative of senior executive level managerial capability and directly related to the skills and abilities outlined under Executive Core Qualifications and Technical Competencies as defined below. Typically, experience of this nature will have been gained at or above the GS-15 level in the federal government or equivalent level leadership experience with the state or local government, private sector, or non-government organization. At this level, you would have typically been responsible for planning, directing, and evaluating work that included managing and/or supervising other managers. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience. You must demonstrate in your application significant achievements, increasing levels of responsibility as a manager, and a solid record of successful professional performance.

You must meet the following requirements by the closing date of this announcement.

### **BASIC REQUIREMENTS**

Applicants for all Criminal Investigator (Special Agent) 1811 positions must meet all GS-1811 Criminal Investigator (Special Agent) Qualification Standards, including Medical Requirements, please see <http://www.opm.gov/qualifications/Standards/IORs/gs1800/1811b.htm>. Applicants failing to meet the medical requirements at the time of their initial medical examination and drug test will be considered ineligible for the position.

**In addition to the above**, to be qualified for this specific position, your experience must be sufficient to demonstrate: Knowledge of pertinent statutes, regulations, policies, and guidelines related to criminal tax investigations, including the Code of Federal Regulations, Federal Rules of Criminal Procedures, Federal Sentencing Guidelines, and case law relative to income taxation, money laundering, other currency crimes, and limitations of the Service's investigative authority. Knowledge of criminal investigative techniques, such as protective surveys and assignments, surveillance and undercover work. Comprehensive knowledge of and proficiency with firearms. Experience in a primary/rigorous law enforcement position is a mandatory prerequisite for this secondary law enforcement position. Duties require eligibility for access at the Special-Sensitive level due to special requirements that complement E.O. 10450 and E.O. 12968 (such as DCID 6/4 that sets investigative requirements and access to Sensitive Compartmented Information (SCI) and other intelligence-related Special Sensitive information).

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## Benefits and Other Info

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### Benefits:

Our comprehensive benefits are very generous. Our benefits package includes:

- Challenging work, opportunities for advancement, competitive salaries, bonuses and incentive awards.
- Ten paid holidays, 13 days of sick leave, and 13 to 26 days of vacation time each year.
- Access to insurance programs that may be continued after you retire.
- A wide choice of health insurance plans, coverage for pre-existing conditions, and no waiting periods. We pay a substantial amount (up to 75%) of the health insurance premiums.
- A retirement program which includes employer-matching contributions.
- Learn more about Federal benefits programs at: <https://www.usajobs.gov/Help>

### Other Information:

#### CONDITIONS OF EMPLOYMENT:

If selected for this position, you will be required to:

- Complete a one-year probationary period (unless already completed).
- If you are a male applicant born after December 31, 1959, certify that you have registered with the Selective Service System or are exempt from having to do so.
- Complete a Declaration for Federal Employment to determine your suitability for Federal employment.
- Provide information to successfully complete a background investigation. Applicants must have a successfully adjudicated FBI criminal history record check (fingerprint check) and a NACI or equivalent.
- Go through a Personal Identity Verification (PIV) process that requires two forms of identification from the Form I-9 ([http://www.uscis.gov/files/form/I-9\\_IFR\\_02-02-09.pdf](http://www.uscis.gov/files/form/I-9_IFR_02-02-09.pdf)); one must be a valid state or federal government-issued picture identification. Federal law requires verification of the identity and employment eligibility of all new hires in the U.S. Employees must maintain PIV credential eligibility during their service with the Department of the Treasury.
- Undergo a pre-employment federal income tax verification. Federal law requires verification of identity and employment eligibility of all persons hired to work in the United States. The Internal Revenue Service (IRS) participates in e-Verify (Employment Verification). IRS will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from your Form I-9 to confirm work authorization. If it cannot be confirmed that you are authorized to work, we will provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.
- Salary for Senior Executive Service jobs will vary depending on qualifications.
- File a Confidential Financial Disclosure Report within 30 days of appointment and with an annual review.
- Veterans' preference does not apply to positions in the Senior Executive Service.
- Provisions of Public Law 93-950 and Public Law 100-238 allow the imposition of a maximum age for original appointments to a law enforcement officer position within the Federal government. The date immediately preceding your 37th birthday is the final date of entry. This age restriction does not apply to those who have previously served in a Federal civilian (not military) law enforcement position covered by Title 5 U.S.C. Section 8336 (c) provisions.
- The applicant must be able to possess firearms under the terms of the Gun Control Act of 1968, as amended (18 U.S.C. 922 (G)(9)).
- In accordance with Executive Order 12564, applicants selected for this position are required to submit to a drug test and receive a negative drug test result prior to appointment. In addition, this position is drug-testing designated position subject to random testing for illegal drug use.
- Applicants for this position must pass a pre-employment medical examination.
- Existing IRS Special Agents will undergo a periodic medical examination to determine continued fitness for duty.
- A mobility agreement is required for this position.

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## How to Apply

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### How to Apply:

The following instructions outline our application process: You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m. ET, Monday - Friday). If applying online poses a hardship, please contact us by noon ET on the announcement's closing date.

The Department of the Treasury believes in a working environment that supports inclusion; please view our reasonable accommodation policies and procedures at <http://www.jobs.irs.gov/midcareer/reasonable-accommodation.html>. We will provide reasonable accommodation to applicants with disabilities on a case-by-case basis.

Please contact: [patricia.a.karabian@irs.gov](mailto:patricia.a.karabian@irs.gov) if you require reasonable accommodations for any part of the application and hiring process.

If you are an applicant with a disability, you may contact the individual listed in this announcement about special appointment authorities for persons with disabilities, in addition to applying for this job announcement.

To begin, either click the "Create a New Account" button and follow the prompts to register or if you previously registered, click the "Apply Online" button and follow the prompts.

You will be re-directed to Treasury's CareerConnector system to complete your application process; answer the online questions, and submit all required documents. (To submit supporting documents, click one of the available options; Upload; Fax; or Reuse existing documents. To protect your privacy, we suggest you first remove your SSN). Also, go to "My Account" to view and update your information, as necessary.

To complete, you must click the "Finish" button located at the bottom of the "Application Review" page.

To verify your application is complete, log into your USAJOBS account, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application and the documentation received.

To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

If you are experiencing system issues with your application, please contact the CareerConnector Help Desk at [careerconnectorhelp@treasury.gov](mailto:careerconnectorhelp@treasury.gov) and/or the USAJOBS Help Desk.

### Required Documents:

You must submit:

- 1) A resume
- 2) Separate narratives addressing both the Executive Core Qualifications (ECQs) and Technical Competencies to be considered for this position. Narratives addressing the ECQs are limited to a total of ten (10) pages. Pages beyond the first ten (10) will not be considered in the process. Narratives addressing the Technical Competencies are limited to one and a half (1 ½) pages per competency.
- 3) Current SF-50 (or Personnel Action to verify civil service)
- 4) College Transcripts (if applicable)

**EDUCATION DOCUMENTATION**

Submit a copy of your transcripts or equivalent. An official transcript will be required if you are selected. A college or university degree generally must be from an accredited (or pre-accredited) college or university recognized by the U.S. Department of Education. For a list of schools which meet these criteria, please refer to Department of Education Accreditation page.

If you are qualifying based on foreign education, you must submit proof of creditability of education as evaluated by a credentialing agency. Refer to the OPM instructions.

**NOTE: YOU MUST SUBMIT ALL DOCUMENTATION BY 11:59 P.M. EST ON THE CLOSING DATE OF THIS ANNOUNCEMENT TO BE ELIGIBLE FOR CONSIDERATION.**

**All applicants** are required to submit a resume either by creating one in USAJOBS or uploading one of their own choosing. (Cover letters are optional.) <http://www.jobs.irs.gov/downloads/CoverLetterTips.pdf>. We suggest that you preview the online questions, as you may need to customize your resume to ensure that it supports your responses to these questions.

Please view resume tips <http://www.jobs.irs.gov/downloads/ResumeTips.pdf>

**What to Expect Next:**

You may check the status of your application for this position at any time by logging onto the USAJOBS "My Account" tab and clicking on "Application Status". For a more detailed update of your application status, you may click on "more information."

Please notify us if your contact information changes after the closing date of the announcement. Also, note that if you provide an email address that is inaccurate or if your mailbox is full or blocked (e.g., spam-blocker), you may not receive important communication that could affect your consideration for this position.

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